

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	ASSISTANT SECURITY INVESTIGATOR FSN-705	7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) ASSISTANT SECURITY INVESTIGATOR	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision EXECUTIVE OFFICE
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b. Second Subdivision REGIONAL SECURITY OFFICE	c. Third Subdivision INVESTIGATIONS
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Position reports to the RSO and three ARSOs through the Chief Security Investigator (C/FSNI) and performs all Regional Security Office responsibilities delegated to Post's Foreign Service National Investigator's (FSNI) Program. Carries out liaison functions with working level GOU Officials, and using all available information provides security advise to C/FSNI or RSO. Conducts LES and Contractor background investigations, investigations related to terrorism, criminal activity, suitability and other issues in support of both DS and other USG law enforcement and security agencies. Assists in the coordination of VIP protection operations for assigned visits including liaison activities with all GOU security elements during VVIP visits such as POTUS and CODELS.

14. MAJOR DUTIES AND RESPONSIBILITIES

INVESTIGATOR FOR THE REGIONAL SECURITY OFFICE (30%)

Conducts simple and complex investigations, which could involve fraud, consular cases, surveillance cases, theft, pilferage, malfeasance, fiscal irregularities and threats or security incidents and robberies involving official US personnel. Incumbent will conduct suitability for employment background investigations and maintain investigative files on the backgrounds of all national employees employed by the US Mission.

Through the above mentioned liaison capacity, incumbent will utilize resources of the host government security services to aid in the investigative process. The investigative success will many times be dependent upon incumbents "access" to host country information. Incumbent will utilize a number of techniques to include interviewing, researching, and compiling and accurate interpretation of facts to achieve investigative closure. Some of these investigations will be extremely sensitive and necessitate the utmost discretion and confidentiality.

In the absence of the senior FSN Investigator, incumbent serves as the manager of the entire FSN Investigation office and all duties and responsibilities carried out therein.

ADVISOR TO THE REGIONAL SECURITY OFFICER (30%)

Serves as general security advisor to the RSO. Cultivates and maintains close liaison contact with Uganda security services including police, and selected military, customs, other official. Maintains and cultivates relationships with Uganda officials in the Ministry of Justice, Ministry of Foreign Affairs and Ministry of Interior as necessary. Schedules meetings and accompanies RSO to meetings with Ugandan officials, serving as translator as needed. Provides protective security operations liaison services as needed. These activities includes but is not limited to arranging protective security, traveling with USG officials as liaison with local security, gathering information related to the security environment in other places in Uganda, and participating in protective liaison activities in support of VIP visits. Monitors local current events, and media, and uses liaison sources keeps RSO appraised of relevant security related matters. Uses good judgments and discretion to monitor, report and suggest appropriate corrective actions to the RSO in security related matters.

Advice must be accurate on the operational procedures and capability of host government security services in order for the RSO to make sound security decisions. Incumbent will brief the RSO and other American officers, including the Chief of Mission as directed on police security and civil/criminal proceeding and other matters of interest to the security operations of the US Mission.

With the RSO, the incumbent conducts diverse investigations including but not limited to personnel background investigations and re-certifications for employment suitability, visa fraud cases, and internal investigations as directed by the RSO. Investigations include, but are not limited to interviews as directed by the RSO may include sensitive matters related to theft, burglary, and other crimes involving U.S government personnel. Prepares and transports police checks to various government agencies. Advises RSO on nuances of case issue and make recommendations regarding action on cases.

POLICE AND SECURITY LIAISON FOR THE REGIONAL SECURITY OFFICE (20%)

In the absence of the RSO or American designee, incumbent is the primary liaison to the Ugandan Police and security services for the US Mission. Incumbent must be capable of maintaining contact within the highest levels of the Ugandan security services, up to and including the Inspector General of the National Police and

Commissioner of Immigration. By maintaining daily contact with mid-level/operational commanders, to include Emergency response, Criminal Investigation, Special Branch, Internal Security Organization Protection Unit and Military Police, incumbent insures quick police/security response for the US Mission. In this liaison capacity incumbent is responsible for insuring the immediate flow of critical, security-related information from the security services to the RSO through the investigator, by maintaining multilevel and active liaisons. Due to the severe nature of the threats against the US Mission, the level, diversity, relative importance and extent to which the incumbent is required to develop and maintain outside contacts is critical to the continued security of the US Mission. Incumbent is the primary link between the RSO and (individually) the 450 managed local Guard Force with regard to operational/investigative issues that arise outside of the RSO's contractor relationship. Incumbent is the primary link between that RSO and the host country provided Bodyguard Detail for the Chief of Mission. Incumbent is the primary link between the RSO and the host country provided 60 man, armed police platoon provided for facility security. Due to the ongoing threat situation, the embassy security program is reflective of a much larger ("Large") post.

BACKGROUND INVESTIGATIONS (10%)

Incumbent initiates background investigation cases, which include new cases and revalidation cases of FSNs, PSCs, and contractors. The incumbent follows up these cases with the investigators to ensure that all requirements are full filled and cases are then closed. Other cases are also reviewed for completion, such as accidents, suspected persons, suspected vehicles, fraud, and other cases assigned to the office.

MAKING ID CARDS (10%)

Incumbent is responsible for making ID cards for DH Americans, American FMs, FSN, Contractors, domestic staff and any clearance pass as need arises. Incumbent must be capable of using digital cameras and the ID program; he must be able to produce a desired design for any pass required. He must make sure that cards are only given to personnel that are entitled to have them and that they have a security clearance. Incumbent is also responsible for keeping ID card materials secure and request for materials as the supplies run low. The incumbent takes digital photos of all contractors, artisans, daily wage employees, domestic staff, FSN and PSC employees as necessary and loads these photos on appropriate databases.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school (both O' and A' levels) is required.

b. Prior Work Experience

3 years progressively responsible experience in law enforcement, investigation or surveillance with a military or police organization with a leaning towards management principles is required.

c. Post Entry Training

Administrative investigative procedures.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level III English ability and level II spoken ability of at least two local languages is required

e. Knowledge

Working knowledge of documentary sources of information and familiarity with local laws pertaining to criminal law, fraud management, marriage and military service is required. Must be familiar with local traffic laws and area traffic patterns.

f. Skills and Abilities

Proficiency in use of personal computer (Microsoft programs), ability to exercise initiative, be resourceful in obtaining information or evidence, draft concise reports in English; and develop and maintain contacts with various security and law enforcement agencies is required. Must have valid local driver's license for combined types of vehicles.

16. POSITION ELEMENTS

a. Supervision Received

Direct and indirect supervision given by the Senior Security Investigator. Assignments and due dates are set by the RSO. Supervisor reviews completed investigative work.

b. Available Guidelines

Department and DS instructions and written procedures are available.

c. Exercise of Judgment

Must exercise good judgment and common sense in conducting investigations. Must also exercises independent judgment as a protective liaison with local authorities throughout Uganda.

d. Authority to Make Commitments

Commitments must be approved by the Regional Security Officer

e. Nature, Level and Purpose of Contacts

Maintains liaison with motor licensing authorities, police officials and other law enforcement and security officials for protective security and investigative purposes. .

f. Supervision Exercised

N/A.

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 Weeks